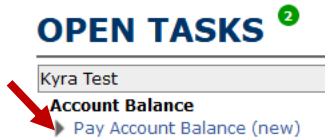


## How to Apply a Credit

To use a credit, you must add both the credit and the sales tax filing to the Shopping Cart.

1. File your sales tax as usual, when you get to the Shopping Cart, stop. Note how much the balance due is and click Return to Business Center to get the credit into the Shopping Cart.
2. In the Business Center, look at the Open Tasks. Click on the blue [Pay Account Balance](#) link.



If you think you have a credit and do not see an open task, please contact a Program Administrator:  
[AMSTP@akml.org](mailto:AMSTP@akml.org) or 907-790-5303

3. In the Account Balance screen, indicate how much of the credit you want to apply by entering a positive value in the yellow cell.
  - a. You can enter any number up the amount of the account balance.
  - b. If your filing payment is less than the credit amount, **you must subtract the value of the payment from the credit and then enter that difference into the yellow cell.**

In the example below, the credit is \$20.00 and the filing amount is \$2.85  
Subtract the filing amount from the credit:  $20 - 2.85 = 17.15$   
Enter 17.15 in the yellow cell

**Please note: you can only edit the numerals on either side of the decimal point in the yellow cell. Do not try to delete the 0.00 and enter a decimal number.**
  - c. The Shopping Cart will not let you check out if the credit is larger than the payment.

**Fee Required**

You have an account balance for previously over paid or underpaid completed items on your account. Note this balance **EXCLUDES** any pending items that may still be incomplete in your Business Center.

Account Balance	
Account Balance Due - <a href="#">Balance Details</a>	-20.00
<b>CREDIT BALANCES:</b> Use this line to reduce the credit you can use today, to bring your current cart total to zero. See your cart balance by using the orange submit button below.	
<b>ACCOUNT BALANCES DUE:</b> Use this line to adjust the amount you will pay toward your balance today.	0.00
<b>TOTAL ACCOUNT BALANCE TO PAY OR USE</b>	-20.00

If you have questions about your Account Balance, click the balance details link above. After reviewing the details, if you have further questions, please email the [Resort Tax Office](#) or reach them via phone at 406-995-3234.

[Save and Return to Business Center](#)

[Submit](#)

4. Proceed to the Shopping Cart
  - a. Click the orange **Submit** button.

- In the Shopping Cart, you will see two lines: one for the credit and one for the sales tax filing. If the credit is larger than the filing balance, you will not be able to proceed out of the Shopping Cart.

**Form Received.**  
 **Proceed with Checkout.**

Cart Items

**NOTE** - if you have a **Zero Amount Due**, you **MUST** click the **Payment Method** button below to proceed to the **Zero Cost Checkout** to properly complete your form.

Account Balance (CR Used) or DR Paid <i>(remove)</i> <i>Testing Account Number</i>	due 1/20/19	\$ -20.00
Resort Tax <i>(remove)</i> <i>Testing Account Number</i>	due 1/16/19	\$ 2.85
<b>Total (US Dollars)</b>		<b>\$ -17.15</b>

[Back to Business Center](#)
[Payment Method](#)

Credit ≥ filing balance:  
Must adjust credit

- Adjust account credit by clicking on the blue **Account Balance** link. Repeat step 2 and click the orange **Submit** button from the Account Balance screen to return to the Shopping Cart.
- When you are ready to check out, and the total is \$0 or greater, click the orange **Payment Method** button.

Cart Items

**NOTE** - if you have a **Zero Amount Due**, you **MUST** click the **Payment Method** button below to proceed to the **Zero Cost Checkout** to properly complete your form.

Account Balance (CR Used) or DR Paid <i>(remove)</i> <i>Testing Account Number</i>	due 1/20/19	\$ -2.85
Resort Tax <i>(remove)</i> <i>Testing Account Number</i>	due 1/16/19	\$ 2.85
<b>Total (US Dollars)</b>		<b>\$ 0.00</b>

[Back to Business Center](#)
[Payment Method](#)

Credit ≤ filing balance:  
Ready to submit payment

- In the Payment Method screen, click the orange **Complete Transaction** button, even if you have a \$0 balance.

Payment Method

Bank Account.

**Zero Cost Checkout**

You are checking out with no amount due.

To continue with this process, click the "Complete Transaction" button below.

[Back to Business Center](#)
[Back to Cart](#)
[Complete Transaction](#)

Cart Items

**The following forms are in your cart**

Account Balance (CR Used) or DR Paid <i>Testing Account Number</i>	due 01/20/19	\$ -2.85
Resort Tax <i>Testing Account Number</i>	due 01/16/19	\$ 2.85
<b>Total</b>		<b>\$0.00</b>